



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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August 18, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
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Supervisor Michael D. Antonovich

From: Sachi A. Hamai
Chief Executive Officer

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS' REQUEST FOR MANAGEMENT APPRAISAL AND PERFORMANCE PLAN (MAPP) SALARY PLACEMENT FOR CAMILLE TOWNSEND UPON APPOINTMENT TO THE POSITION OF ASSISTANT EXECUTIVE OFFICER, BOARD OF SUPERVISORS (UC)

The Executive Office of the Board of Supervisors, with the support of the Chief Executive Officer (CEO), requests approval to appoint Ms. Camille Townsend to the position of Assistant Executive Officer, Board of Supervisors (UC), Item No. 1114, at an annual base salary of \$182,590.32. The base salary placement for Ms. Townsend onto Management Appraisal and Performance Plan (MAPP) Tier I, Salary Range R16 (the Board-approved range for this position), will place Ms. Townsend at the Control Point of the range. This salary is recommended based on Ms. Townsend's education and experience, and the role and responsibilities she will perform as Assistant Executive Officer for the Executive Officer of the Board of Supervisors.

As Assistant Executive Officer, Ms. Townsend will report to the Chief Deputy and will be responsible for overseeing the Board Services, Commission Services, Assessment Appeals, and Sub-Commissions Divisions. More Specifically, Ms. Townsend will be responsible for overseeing the preparation of the agendas for meetings of the Board of Supervisors; directing the development, planning, and implementation of Departmental strategic goals and objectives; overseeing the collection and analysis of operational performance statistics; acting as liaison between Board appointed commissioners and Board offices for policy issues; reviewing the analysis of proposed federal or State legislation as to their impact on department program services; and acting as the Chief Deputy in her absence.

"To Enrich Lives Through Effective And Caring Service"

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Ms. Townsend is an experienced professional with over ten (10) years of progressively responsible experience working in the County of Los Angeles. Currently, Ms. Townsend is the Acting Director of the County Equity Oversight Panel with responsibility for managing the County Policy of Equity Program. Prior to her current assignment, Ms. Townsend worked for the Office of County Counsel as a legal consultant to department executives, human resources, and performance standards professionals. Before joining the County in 2013, Ms. Townsend worked for a variety of Los Angeles Law Firms as an employment attorney with responsibility for helping employers with employment litigation, arbitration, and other complex human resources and contract matters.

Ms. Townsend earned a Bachelor of Arts degree in Psychology from Boston College and a Juris Doctorate degree from the University of Wisconsin Law School.

In accordance with current practices on managerial appointments, unless otherwise instructed by the Board by September 1, 2016, the CEO will advise the Executive Office of the Board of Supervisors to proceed with Ms. Townsend's appointment to Assistant Executive Officer, Board of Supervisors (UC) at an annual base salary of \$182,590.32, effective no sooner than September 2, 2016.

If you have any questions regarding this matter, please contact Maryanne Keehn at (213) 974-0470.

SAH:JJ:SK:MTK
NV:SO:AP:rld

c: Executive Office, Board of Supervisors
County Counsel